

ADE Short Term Loan Library*
EQUIPMENT LOAN AGREEMENT
2006-2007 School Year

School District/ Charter School/Agency _____

Special Ed Director/Administrator _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Person (if different than above) _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Designated Borrowers: ☐ **All school staff including contracted related services personnel**
 ☐ **Parents under auspices of teacher or therapist**
 ☐ **Specific Individuals:** _____

TERMS OF AGREEMENT

In borrowing from the ADE Lending Library, We (I/district/agency/individual) agree to:

- **Obey software and other copyright laws.** We (I) will not make copies of borrowed books, videos, software, etc. and will remove borrowed software programs that were temporarily installed on any of our computer hard drives prior to returning original software to Loan Library.
- Follow all stated procedures for requesting equipment from the loan library.
- Immediately notify Janelle Bauerle at 928-523-6759 or at Janelle.bauerle@nau.edu if equipment malfunctions or ceases to operate. No attempts to repair malfunctioning equipment will be made without authorization.
- Assume responsibility for the cost of repairing equipment damaged as a result of abuse, neglect or carelessness. Reimburse ADE Loan Library at current market value, if the equipment is lost, stolen or damaged beyond repair.
- Assume responsibility for returning equipment ON TIME. Equipment MUST be returned using the prepaid shipped label in order to efficiently track late, lost or damaged equipment. This requirement is both for your protection and ours.
- Have our loan library privileges suspended or revoked if we (I) do not abide by these requirements.
- Acknowledge that this agreement is in effect for a one (school) year period and must be renewed annually.

ADMINISTRATOR SIGNATURE

Date

Print Name and Title

✓ **FAX COMPLETED FORM to JANELLE BAUERLE at 928-523-4953**

*The ADE Loan Library is operated by Northern Arizona University's Institute for Human Development and its Arizona Technology Access Program (AzTAP) through an Interagency Service Agreement with the Arizona Department of Education, Exceptional Student Services.